



# NSIPS Page 13 Procedures

Updated 15 Nov 2011



# Page 13 Procedures



ERM

Personalize [Content](#) | [Layout](#)

1. Log into CIMS and click on Electronic Service Record.
2. Click on Administrative Remarks.
3. Enter SSN and the click Search.



Enter SSN and then click on search.

## Administrative Remarks

Enter any information you have and click Search.

### Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

[Basic Search](#)



# Page 13 Procedures



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**Administrative Remarks - Microsoft Internet Explorer provided by NMCI**

https://nsips.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/ESR\_MNU.N\_GENL\_COMMENTS.GBL?Fo

File Edit View Favorites Tools Help

Administrative Remarks

Home | Worklist | Add to Favorites | Sign out

NSIPS

Authority:  Permanent

Date:  NOT VERIFIED Removal Date:

Subject Code:  Removal Reason:

Subject:

Remark:  [Select Remark Template](#)

Approving Officer Signature

Name:

Witness Signature

Name:

Member Signature

Date:

Acknowledgement

Acknowledgement:

1. Type in NAVADMIN 129/11 and NAVADMIN 332/11
2. Choose the Date
3. Click magnifying glass and select "C"
4. Enter 7234 and click magnifying glass
5. Click on Select Remark Template

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# Page 13 Procedures



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https://nsips.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/ESR\_MNU.N\_GENL\_COMMENTS.GBL?Folc

File Edit View Favorites Tools Help

Administrative Remarks



Home Worklist Add to Favorites Sign out

Menu

Search:

- My Favorites
- Career Information Management
- Employee Self Service
- Electronic Service Record
  - Electronic Service Record
  - Inquire
  - Use
    - Administrative Remarks**
    - Course Data
- Setup
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- [NSIPS Report Manager](#)
- [Change My Password](#)

## Select Remark Template

Subject: ENLISTED RETENTION BOARD (ERB) MASTER (POST)

Customize   Find   First 1-2 of 2 Last		
	Select	Remark Template
1	<input type="checkbox"/>	Blank
2	<input type="checkbox"/>	: I UNDERSTAND THAT I WAS NOT SELECTED FOR RETENTION BY THE FY-12 QUOTA-BASED ENLISTED RETENTION BOARD. AS A RESULT, I MUST COMPLY WITH THE REQUIREMENTS OF NAVADMIN 129/11 AND NAVADMIN 332/11. AUTHORITY: NAVADMIN 129/11 CNO WASHINGTON DC 141348Z APR 11 NAVADMIN 332/11 CNO WASHINGTON DC 041758Z NOV 11

OK

Cancel

Select Box 2 for ERB  
Click OK

Done

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100%



1. Enter witnessing official name, title, date
2. Date of members signature

# Procedures

1

2



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https://nsips.nmci.navy.mil/psp/NEDB/EMPLOYEE/HRMS/c/ESR\_MNU.N\_GENL\_COMMENTS.GBL?Folc

Live Search

File Edit View Favorites Tools Help

Administrative Remarks

Home Worklist Add to Favorites Sign out



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Search:

- My Favorites
- Career Information Management
- Employee Self Service
- Electronic Service Record
  - Electronic Service Record
  - Inquire
  - Use
  - Administrative Remarks
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- Setup
- Contract Administration
- Worklist
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- NSIPS Report Manager
- Change My Password

BOARD. AS A RESULT, I MUST COMPLY WITH THE REQUIREMENTS OF NAVADMIN 129/11 AND NAVADMIN 332/11.

## Approving Officer Signature

Name:  Title:  Date:

## Witness Signature

Name:  1 Title:  Date:

## Member Signature

Date:  2

## Acknowledgement

Acknowledgement:

1. Enter witnessing official name, title, date
2. Date of members signature

Go to: [ESR Home](#)  
[Admin Remarks Home](#)

Local intranet

100%



# Page 13 Procedures



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File Edit View Favorites Tools Help

Administrative Remarks

Home Worklist Add to Favorites Sign out

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Search: >>

- My Favorites
- Career Information Management
- Employee Self Service
- Electronic Service Record
  - Electronic Service Record
    - Inquire
    - Use
      - Administrative Remarks**
      - Course Data
- Setup
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- NSIPS Report Manager
- Change My Password

**Name:**  **Title:**  **Date:**

**Witness Signature**

**Name:**  **Title:**  **Date:**

**Member Signature**

**Date:**

**Acknowledgement**

**Acknowledgement:**

Go to: [ESR Home](#)  
[Admin Remarks Home](#)

Local intranet 100%

Once all data entered click the "SAVE" button.

Once saved the "Print Form" will appear on upper right





# Page 13 Procedures



Find | View All First 1 of 1 Last

## Administrative Remarks

SSN: 777001357    Name: NELSON, ALAN JOHN    Rank/Rate: MA2    Current DSC: 100

**Authority:** NAVADMIN 21388    ☒ Permanent    **Print Form** 1

**Date:** 10/06/2008    **NOT VERIFIED**

**Subject:** \_\_\_\_\_

**Remark:** \_\_\_\_\_

**Initial:** STAT    **Initial:** 438

**Microsoft Internet Explorer**  
The Form can be retrieved by Process Instance 601382 in the Report Status Monitor. (26600,7)  
**OK** 2

**Approving Officer Signature**  
**Name:** FISHING, MARLIN    **Title:** PSC8    **Date:** 10/06/2008

**Witness Signature**  
**Name:** BLUE, WILLIAM    **Title:** PS1    **Date:** 10/06/2008

**Member Signature**  
**Date:** 10/06/2008

**Acknowledgement**  
**Acknowledgement:** \_\_\_\_\_

1. Press "Print Form"

2. Click "ok". (This is just part of the print que process)

3. See next slide to print the Page 13.



# Page 13 Procedures

[Home](#)[Worklist](#)[Add to Fa](#)[New Wind](#)

**Menu**

Search:

»

- My Favorites
- Career Information Management
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- My Profile
- NSIPS Report Manager**
- Change My Password

**Report List** [Server List](#)

## Reports Filter

"View Reports: Operator

Process Type:

Refresh

Status:

Last: 1 Days

## Report List

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
ESR_RMRK	CIMSCC1	601383	ESR Admin Remarks Form	11/17/2008 5:16:43PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

1. To print navigate to NSIPS Report Manager.
2. Click on "Refresh".
3. Click "View".

\* Note: You will have to click on "Refresh" until the Status indicates "Posted".





# Page 13 Procedures



**Menu**

Search:  [»](#)

- My Favorites
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- Worklist
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- [Change My Password](#)

## Report Detail

### Report

**Report ID:** 2750598      **Process Instance:** 601383      [Message Log](#)  
**Name:** ESR\_RMRK      **Process Type:** Crystal  
**Run Status:** Success

ESR Admin Remarks Form

### Distribution Details

**Distribution Node:** NEDB      **Expiration Date:** 11/24/2008

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">CRW ESR_RMRK_601383.log</a>	0	11/17/2008 5:17:14.000000PM CST
<a href="#">ESR_RMRK_601383.PDF</a>	95,206	11/17/2008 5:17:14.000000PM CST
<a href="#">pssgltrace.trc</a>	482	11/17/2008 5:17:14.000000PM CST

### Distribute To

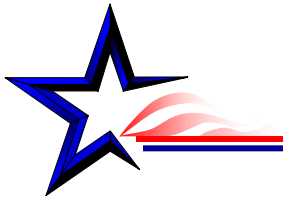
Distribution ID Type	Distribution ID
User	CIMSCCC1

**To view the Page 13 click on the file with the .PDF extension.**

OK

Cancel

Refresh

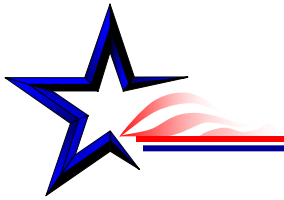


# Page 13 Procedures

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- Verification of the page 13 **MUST** be completed by the servicing PSD/Personnel Office to become a part of the permanent ESR.



# Page 13 Procedures

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- **Additional Information**
  - **NSIPS Help Desk** [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil) or
    - *Toll Free: 877-589-5991*
    - *Comm: 504-697-5442*
    - *DSN: 647-5442*
    - *Fax: Comm: 504-697-3007/0342*
    - *DSN: 647-3007/0342*